FAQ 4(a) Serve and Filing of Special Actions

The Arizona Court of Appeals, Division One has determined that, consistent with Arizona Supreme Court Administrative Order 2012-02 and Division One Administrative Order 2012-0001, service of special action pleadings and/or memoranda by and between the parties shall be accomplished via electronic means.   Service of Special Action Petitions, memoranda and associated appendices by and between the parties shall be accomplished via e-mail.   Nothing herein requires that the Respondent Judge be served by e-mail.

Scheduling special actions. The court calculates due dates for filing documents in special actions in the following manner:

Objections to the petition shall be in the form of a written response. The response shall be filed and served within seven business days[1] after service of the petition upon the respondent.

Any Reply to the Response shall be filed no later than five business days after the response has been filed with the court.

Effective January 1, 2013, the Court of Appeals, Division One, will serve the *Order Setting Dates Directing Electronic Service and Fixing Time for Response* on all parties whose contact information is provided by the filer.

An attorney filing a petition for special action is required to serve the petition by email on the same day the petition is filed. With the petition, counsel must provide a list of attorneys for all other parties to the proceeding, and pro se litigants, and their contact information, including email addresses.[2] COA1 will file and serve the Order Setting Dates on all parties utilizing the information provided by Petitioner.

Arizona Supreme Court Administrative Order 2012-2 requires all attorneys to utilize electronic filing via Arizona Turbo Court when filing a Special Action matter in the Court of Appeals**. If you are not bound by this requirement, all documents filed in a Special Action matter require an original and six copies for filing.**

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[1] "Business days" do not include intermediate Saturdays, Sundays and legal holidays. The day of the act or event from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, a Sunday or legal holiday, in which event the period runs until the end of the next day which is not a Saturday, Sunday or legal holiday.

[2] An example of a contact sheet is provided. Filers are not required to use this exact contact sheet, but all information on this sheet must be provided in some form